

<b>Role Profile</b>	Data Officer
<b>Salary</b>	£27,000 per annum
<b>Hours</b>	Full time – 37.5 hrs p/w – Flexible hours
<b>Job type</b>	Fixed term contract to March 2025
<b>Location</b>	Hybrid – Remote based within the UK with some mandatory travel to London (approx. 8 times per year)
<b>Closing date</b>	1 <sup>st</sup> September 2022
<b>How to apply</b>	<a href="https://app.beapplied.com/apply/gasybmt290">https://app.beapplied.com/apply/gasybmt290</a>

### **About the Youth Investment Fund**

The Youth Investment Fund (YIF) is a £368 million fund created by the UK government to create, expand and improve youth facilities and services in England to drive positive outcomes for young people.

YIF is being delivered by a partnership between Social Investment Business, The Key Fund, National Youth Agency and Resonance.

Together, we aim to deliver grants for up to 300 facilities in selected eligible areas across England by 2025 that represent positive value for money, are environmentally sustainable and enable positive activities for young people aged 11–18 (up to 25 for young people with SEND).

This funding will drive value-for-money facilities that youth organisations can afford to sustain. Using innovative construction techniques, as well as supporting redevelopment projects that expand youth service provision, the YIF will achieve savings on facility running costs, so that resources can focus on activities that enrich young people's lives.

It will support projects to level up youth provision, assessing and distributing grants so that local youth facilities and services can be the best they can be.

[www.youthinvestmentfund.org.uk](http://www.youthinvestmentfund.org.uk)

### **About this role:**

This role will be employed by Social Investment Business (SIB).

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: <https://www.sibgroup.org.uk/>

**Our values are:** People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

Reporting to the Data Analyst in the Learning and Influence (L&I) team at SIB, this role plays an important part in supporting our data team in achieving the delivery of SIB's new data strategy and focus.

This role will contribute to our data and analysis to capture SIB, social investment sector and social economy activity, and to deliver the best possible grant making and social lending. It is critical for us to be better able to generate insights about social investment and grant making in order to provide the most effective financial instruments to our customers and support their delivery of social impact.

In this role, a wide range of datasets will be used, which could include loan and grant portfolio data, Salesforce reports, Companies House, IMD, Charities Commission, ONS datasets, credit card spend data and others to support your work.

### **Key responsibilities**

1. To support the grants and loans teams by providing quick and accurate analysis as and when required.
2. To clean data where necessary and help maintain a robust and accurate data set of grantees and investees in SIB's internal systems.
3. To support standardisation and robustness of data across SIB's internal systems, working closely with the data and operations team to do so.
4. To help the transition of our data into an environment that is more in line with the data industry best practices and market leaders. This would include supporting SIB's data team to set up SQL database(s) as well as proactively learning new software if it better suits a project.
5. To develop analyses from the data and visualise data insights for use internally, and to contribute alongside the wider data team to external data work, including the annual impact report, retrospective analysis of SIB's long term funds, grants programmes and retrospectives.

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6. To draw on comparative data sources and develop creative ways of adding to SIB's own data to generate greater insights on the value of social investment and its role within the social economy, and the effectiveness of grant-making.
7. To encourage the use of best data practices throughout the SIB team and show colleagues how data can make tasks more efficient and insightful. This will range from simply sharing our findings internally to actively working with other teams to inform better data processes. It also includes providing consistent and responsive direct support to the grants and investment teams.
8. To work alongside colleagues to inform business development, supporting strong base case analysis, projected fund models and grant delivery models.
9. To work within the organisation's values, principles and processes to achieve operational excellence.
10. To adopt our continuous improvement and learning ethos.
11. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.
12. To support and contribute to the implementation and delivery of SIB's strategy.
13. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.

**Core competencies**

- Commitment to quality, equality, diversity, inclusion and customers.
- Excellent communication skills.
- Team player with the ability to work independently.
- Excellent computer literacy.
- Excellent knowledge of Excel.
- Excellent organisational and interpersonal skills.
- Good adherence to task timelines.

- Excellent attention to detail.
- Experience using data to solve a problem or improve a process.

**Desirable competencies**

- Experience with PowerBI or similar.
- Experience coding, preferably python.
- Experience with Salesforce .